

# Training Coordinator's Guide



**Pacific Region CPOC**  
**1 March 2002**

# **TOPICS**

## ***INTRODUCTION***

## ***GENERAL INFORMATION ABOUT THE CPOC & CPAC***

## ***DELEGATION OF TRAINING AUTHORITY***

## ***TRAINING PROGRAM ROLES AND RESPONSIBILITIES***

- ◆ PACIFIC REGION CPOC RESPONSIBILITIES
- ◆ CPAC RESPONSIBILITIES
- ◆ MANAGER RESPONSIBILITIES
- ◆ TRAINING COORDINATOR RESPONSIBILITIES

## ***TRAINING REGULATIONS & POLICIES***

## ***USEFUL WEB SITES***

## ***APPENDIX***

1. DELEGATION OF TRAINING AUTHORITY MOI
2. PURCHASING TRAINING
3. CIVILIAN LEADERSHIP TRAINING – CORE CURRICULUM
4. TRAINING PRIORITIES
5. INSTRUCTIONS FOR COMPLETING DD FORM 1556

# **INTRODUCTION**

The CPAC and CPOC are often asked if there is a position description for an activity training coordinator that lists the duties and responsibilities they should perform. Since most activity training coordinators have been assigned their role as an additional duty, there usually is no specific guidance in their job description to use as a reference. The intent of this guide is to provide some general information about the roles and responsibilities of organizational training coordinators as well as the other key players who help manage the training program.

## **GENERAL INFORMATION ABOUT THE CPOC & CPAC**

The Pacific Region Civilian Personnel Operations Center (CPOC) is located at Fort Richardson, Alaska. We provide service to all Army Appropriated Fund employees in Alaska, Hawaii, and Japan.

The Pacific Region has three CPACs located at Fort Richardson, Alaska, Fort Shafter, Hawaii, and Camp Zama, Japan.

The differences between the CPOC and CPAC operations revolve around two important distinctions. The CPACs provide advisory services to commanders, managers, supervisors and employees while the CPOC provides the behind the scenes personnel products.

The CPAC interacts with management and employees at the installation level. They provide managers with recruitment and downsizing strategies, assist in building labor-management partnerships, advise on position management issues and process, provide orientation to new employees, and provide advice and assistance to managers and employees on benefits, training and other personnel issues.

The CPOC provides day-to-day administrative personnel and processing work that generally does not require interaction at the installation level. They are responsible for technical, regulatory and statutory requirements. The CPOC is responsible for the maintenance of official personnel files (now located at the CPOCs), processing Notification of Personnel Actions (Standard Form 50s), issuance of job vacancy referral lists which managers use to fill vacancies, job classification actions affecting title, series and grade, and developing the regional training plan.

# **DELEGATION OF TRAINING AUTHORITY**

In 1993 DA issued a policy change to **Army Regulation 690-400, Chapter 410, Training** allowing installation and activity commanders to delegate the authority to approve short-term (120 calendar days or less) non-Government training to line managers. USARPAC implemented this policy in a memorandum of instruction dated 3 FEB 1997. (**Appendix 1**)

*The sections below explain the roles and responsibilities of those involved in effectively managing the training program under the delegation of training authority.*

## **TRAINING PROGRAM ROLES AND RESPONSIBILITIES**

### **PACIFIC REGION CPOC RESPONSIBILITIES**

- Initiate and consolidate HRD plans for the region
- Develop and market regional HRD programs
- Arrange for on-site regional and mandatory training.
- Analyze the effectiveness of training accomplishments within the region.
- Provide HRD advisory services to CPACs

### **CPAC RESPONSIBILITIES**

- Provide HRD advisor services to commanders, management, and employees
- Assist with the assessment of training needs
- Identify training sources, methods, and techniques for local courses
- Facilitate and/or coordinate local training courses
- Serve as liaison between managers and Pacific Region CPOC

## **MANAGERS RESPONSIBILITIES**

- Be familiar with basic training regulations and requirements
- Assess organization training needs and identify those needs on the CPAC annual training needs survey
- Work with the CPAC to budget funds and other resources required to support training
- Approve training requests where authority has been delegated
- Ensure mandatory training requirements are met (**Appendix 3**)
- Promote transfer of training once employees return to the organization
- Counsel employees on career development opportunities

## **TRAINING COORDINATOR RESPONSIBILITIES**

- Act as the primary point of contact for civilian training information between the CPAC and their organization
- Review DD FORM 1556 for accuracy and completeness before the delegated training officer signs block #34 as the authorizing official (**Appendix 5**)
- Ensure that the Authorizing Official has signed **block 34** of DD Form 1556 and the Fiscal Officer has signed **block 29** before contacting a training vendor (**employees who attend training without prior approval can be held responsible for payment**)
- Notify the appropriate source (CPAC or training vendor) in a timely manner when making training enrollments, cancellations, or substitutions
- Assist people in their organization in locating and acquiring requested training
- Input completed training records for their organization's employees into OTA
- Assist with compiling their organization's annual training needs survey and other training related information requested by the CPAC
- Attend training coordinator meetings hosted by the CPAC to share new or revised training programs, policies, or procedures
- Notify CPAC of replacement training coordinator if you vacate the position

## **TRAINING REGULATIONS & POLICIES**

- The primary legal reference for government training is the **Government Employees Training Act** (GETA) which has been codified in Chapter 41 of Title 5, U.S.C. It allows government agencies to fund employee training in support of their **mission requirements**.
- The **Code of Federal Regulations (CFR), Title 5, Part 410, Training** explains the requirements and responsibilities of all federal agencies involved in managing civilian training programs.
- **AR 690-400, Chapter 410** supplements CFR, Title 5, Part 410 and explains DA policy on civilian training.
- **AR 690-950, Career Management** provides guidance on the development, operation, and administration of DA civilian career programs.
- The **Training Policy Handbook (HRD-97-1)** published by OPM is a desk reference on training guidance. It is organized by topic and provides an overview of legal and regulatory civilian training guidance.

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## **USEFUL WEBSITES**

- **Civilian Personnel On Line (CPOL)** at <http://cpol.army.mil/index.html>

Go to the ***training & development*** link from the CPOC home page at <http://cpol.army.mil/train/index.html> to find links to training related issues including the Army Civilian Training Education Development System (ACTEDS) catalog and ACTEDS career plans.

Go to the ***training link of PERMISS*** at <http://cpol.army.mil/permis/index.html> to find current information on training regulations, policies, and laws.

- **Pacific Region CPOC** home page at <http://pacific-cpoc.ak.pac.army.mil/220600/index.html>

Go to the functional area of ***Training & Leader Development*** to find additional information and links concerning training policies and regulations. This site also has many practical training tools for managers and training coordinators and contains the current Pacific Region training schedule.

## Appendix 1

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, PACIFIC**  
**FORT SHAFTER, HAWAII 96858-5100**

REPLY TO  
ATTENTION OF:

APPE-CP (690-400)

3 FEB 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Pacific Civilian Training Memorandum of Instruction

1. Reference.

- a. 5 CFR, 410, 17 Dec 96, Training.
- b. Army Regulation 690-400, Ch 410, 1 Jan 96, Training.
- c. Office of Personnel Management training Policy Handbook, undated.

2. Purpose and Applicability.

a. This Civilian Training Memorandum of Instruction (MOI) delegates authority to approve training for civilian employees. It sets review and approval policy and procedures for commanders, activity chiefs, personnel officers, and resource management offices. Tenant commands serviced by the USARPAC Civilian Personnel Advisory Centers (CPAC) and the Pacific Region Civilian Personnel Operations Center (CPOC) are encouraged to endorse these procedures.

b. The Civilian Personnel Officer (CPO) has traditionally been delegated authority to approve all training for civilians and to ensure that all regulatory requirements are met. Effective immediately, this authority to approve civilian training (120 days or less), and the responsibility to ensure regulatory compliance, are delegated to directorate chiefs in all USARPAC activities and may be further delegated to division chiefs.

3. This delegation is necessary to prepare all serviced activities to utilize a new software application, TRAIN, which allows users to electronically create, route, and approve training requests; monitor training request status; and obligate funds. TRAIN may be accessed by employees, supervisors, budget officers, financial personnel, authorizing officials, and personnelists.

4. To assist managers, a guide for approving training is enclosed and must be reviewed prior to exercise of this authority. It covers the essential information and guidance needed for managers to properly review and approve civilian training. Managers must be personally involved in ensuring that regulatory requirements for civilian training are met and that training records are maintained for post audit review.

APPE-CP

Subject: U.S. Army Pacific Command Civilian Training  
Memorandum of Instruction

5. Until serviced managers have the necessary software and training to access TRAIN, records of completed training (copies 2 and 9 of DD Form 1556) will be provided to the servicing CPAC for forwarding to the CPOC in order to evaluate the effectiveness of training, document the employee's record in the Department of Defense Civilian Personnel Data System (DCPDS), and provide records for Army Civilian Personnel Evaluation Agency and other audits. (Managers serviced by the Civilian Personnel Office, Camp Zama, will forward copies 2 and 9 of DD Form 1556 to that office.)

6. Responsibilities.

a. Commanders will ensure compliance with the regulatory requirements set forth in this MOI.

b. Directorate chiefs may delegate authority not lower than division-level chiefs.

c. Authorizing managers will ensure regulatory compliance by following the enclosed guidelines and by seeking advice from servicing CPACs.

d. The servicing CPACs (and the CPO, Camp Zama) will provide advice on vendor selection, cost effectiveness, regulatory and policy compliance, local training opportunities, training processes, and other training related issues.

e. The CPOC (and the CPO, Camp Zama) will ensure that training surveys, schedules, programs, and procedures are well publicized and that training completions are entered into DCPDS.

f. Budget offices will ensure that funding for training is managed within existing financial regulations.

7. Implementation. The delegation of authority and the procedures enclosed are effective immediately.

FOR THE COMMANDER:

[signed]

Encl  
as

ARCH V. ARNOLD, III  
Colonel, GS  
Deputy Chief of Staff  
for Personnel

DISTRIBUTION:

A  
B  
C

## Appendix 2

### **Purchasing Training**

#### **Laws and regulations governing the purchase of training include:**

- The Government Employees Training Act (GETA) for civilians subject to Title 5, U.S. Code
- Title 10, U.S. Code for separate personnel system employees, such as the Acquisition Workforce and DCIPS
- The Federal Acquisition Regulation (FAR)
- The Defense and Army FAR Supplements (DFARS and AFARS), and
- Requirements of your servicing procurement/contracting office.

Commanders, supervisors and other management officials who have been designated in writing to exercise delegated authority to approve training may use several methods to purchase training:

#### ***TRAINING VALUED UP TO AND INCLUDING \$25,000***

As a general rule, the process of requesting, selecting, approving, and purchasing training valued up to and including \$25,000 as a single purchase is exempt from formal contracting and acquisition procedures if it meets the definitions of "**commercial**" and "**off-the-shelf**" (5 USC 4105, AR 690-400, Chapter 410, Subchapter 3-11i).

The DD Form 1556 remains the authorized and required source document to purchase training not subject to contracting procedures, and to initiate requests to establish Education Service Agreements.

#### **Definitions: (See 48 CFR 2.101)**

***Commercial Training Items:*** Training courses, software, products, training conferences or instructional services customarily used for non-governmental purposes. The items are available to the general public and the Federal Government simultaneously, subject to similar terms and conditions.

***Off-the Shelf:*** Course, program, or routine of instruction which presently exists and is available at commercial marketplace prices. Providers advertise standard features and costs of the item or service through established catalogs, schedules, or other public information sources. An item requiring minor modification(s) resulting in no additional costs to the Government beyond the established, published prices, may still satisfy the criteria for designation as "off-the-shelf." If the modification(s) significantly alter the non-Governmental function or essential physical characteristics of an item, or change the purpose of the process, the purchase is subject to formal contracting procedures.

Vendors and training providers may include Government and non-Government sources. Non-Government sources include, but are not limited to

- State government or instrumentality
- Interstate governmental organization
- Medical, scientific, technical, educational, research, or professional institution, foundation, or organization
- Universities, technical, business, and vocational schools
- Business, commercial, or industrial firm, corporation, partnership, proprietorship, or other organization
- Non-profit organization; and
- Individuals other than Government civilian or military personnel.

Document rationale for selection of sole and multiple source non-Government providers. If more than one non-Government provider or source can provide training to meet the same need, the requesting official will compare, evaluate and document factors contributing to the selection of the product/vendor. Factors to consider include

- cost
- suitability
- geographic accessibility (if applicable)
- availability
- methods
- curriculum design specifications, and
- performance or behavior objectives (AR 690-400, Chapter 410. 3-11ii(4)).

The Government-wide Purchase Card is the authorized method for payment of commercial non-Government training and services.

Effective October 1, 1998, the DD Form 1556 was no longer authorized to use as a payment document.

Payment to Government source providers remains via the appropriate fund transfer, in accordance with local financial management procedures.

### ***TRAINING COURSE OR PROGRAM NEW DESIGN, DEVELOPMENT, OR MODIFICATION***

When an agency training course or program requires new design and development by a non-Government source, the authorized contracting officer contracts for the service on behalf of and as requested by the responsible training or management official.

Modifications to commercial off-the-shelf products, services and programs resulting in additional costs to the Government beyond the established, published prices, also require submission to the authorized contracting officer. Such orders and purchases must comply with local contracting procedures and the provisions of the FAR, DFARS, and AFARS.

### ***TRAINING VALUED ABOVE \$25,000***

Training which costs over \$25,000 is subject to the Defense Financial Management Regulation (DFMR) (<http://www.dtic.mil/comptroller/fmr/10/>), the FAR, DFARS, AFARS, and local acquisition and contracting procedures.

Contact your training coordinator or the Human Resource Development advisor at your servicing Civilian Personnel Advisory Center (CPAC) to determine procedures in effect for your organization/installation.

## **CIVILIAN LEADERSHIP TRAINING – CORE CURRICULUM**

### **DA INTERNS**

- ❖ Intern Leadership Development Course (ILDC)
- Action Officer Development Correspondence (AODC) Course (ST 7000)

### **SUPERVISORS**

- ❖ Supervisor Development Correspondence (ST 5001, ST 5002)
- ❖ Leadership Education and Development (LEAD) Course  
Sustaining Base Leadership and Management (SBLM)

### **MANAGERS**

- ❖ New Manager Development Correspondence Course (ST 6000)  
Organizational Leadership for Executives  
Personnel Management for Executives I (PME I)  
Personnel Management for Executives II (PME II)  
Defense Leadership & Management Program (DLAMP)  
Senior Service College (SSC)

### **SENIOR EXECUTIVE SERVICE**

- ❖ Senior Executive Equal Opportunity Seminar
- ❖ Force Management Course for Senior Leaders
- ❖ Leadership at the Peak
- ❖ SES Orientation
- ❖ Army Senior Leader Communications Workshop
- ❖ APEX Orientation Program

- ❖ **Mandatory. Supervisors may identify other mandatory training requirements based on their mission.**
- **Mandatory for those employees promoted/appointed to journey-level positions.**

# Training Priorities



A priority must be specified for all types of formal training. ***Training that is not prioritized may not be conducted.*** Criteria for determining the appropriate priority to assign training requests follows:

## PRIORITY I

***Training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria:***

- Employee must have for acceptable performance.
- Training is essential for mission accomplishment.
- Training is mandated by higher authority (law or Department of Defense) or is required for certification, health or safety reasons.
- Training is mandated by the Assistant Secretary of the Army (Manpower and Reserve Affairs) as an ACTEDS leader development core course.
- Training is essential, functional intern training.

## PRIORITY II

***Training must be needed for effective performance and to improve the quality of mission accomplishment. It is recommended that training mandated or specified in an approved training plan for enhancement of performance resulting in the improvement in the quality of mission accomplishment should be completed within a specified time period.***

## PRIORITY III

***This training is recommended for all individuals to improve or enhance knowledge, skills and abilities needed on the job.***

## Appendix 5

# *Instructions for Completing DD Form 1556*

Note: *These are general instructions. Be sure to comply with any local procedures that may supersede these instructions.*

## **Completion Instructions**

ITEM #	INSTRUCTIONS
<b>A</b> -Agency Code	Use employee's office symbol (Example: <b>APPE-CP</b> )
<b>B</b> -Standard Document #	Use if you want to keep a log of training requests (Example: <b>TRNCPOC-02-001</b> )
<b>C</b> -Request Status	Put an "X" in the <i>Initial</i> block
<b>D</b> -Amendment #	Leave blank

## **Section A-Trainee/Applicant Information**

ITEM #	INSTRUCTIONS
<b>1</b> -Name	Employee's name (Example: <b>Johnson, William B.</b> )
<b>2</b> -First 5 Letters of last name	Example: <b>Johns</b>
<b>3</b> -SSN	Employee's SSN
<b>4</b> -Education Level	Optional-Codes are on page 12 of the multiform 1556
<b>5</b> -Continuous Federal Svc	Optional
<b>6</b> -Home Address	Leave blank unless you like getting junk mail
<b>7</b> -Phone Number	Use employee's office phone number
<b>8</b> -Position Number	Use Employee's official job title (Example: Employee Development Specialist)
<b>9</b> -Position Level	Put an "X" in the appropriate block
<b>10</b> -Pay Plan/Series/Grade/Step	Use Employee's official information (Example: <b>GS-0235-11-3</b> )
<b>11</b> -Organization Name	Use Employee's organization name (Example: <b>PACIFIC CPOC</b> )
<b>12</b> -Organization Mailing Address	Use Employee's office address (Example: <b>ATTN: APPE-CP, 600 Richardson Drive</b> )
<b>13</b> -Organization UIC	Optional
<b>14</b> -Type of Appointment	Use appropriate code: Career = <b>C</b> , Career Conditional = <b>CC</b> , Temporary = <b>T</b>
<b>15</b> -No. Prior non-gov training days	Optional
<b>16</b> -Are you handicapped/disabled	Put an "X" in the appropriate block

## **Section B-Training Course Data**

ITEM #	INSTRUCTIONS
<b>17</b> -Course Title	Enter the complete title ( <b>Do not use acronyms or abbreviations</b> )
<b>18</b> -Training Objectives	Be specific in explaining why training is needed and how the organization will benefit
<b>19</b> -Recommended Training Source	Enter complete name and mailing address in 19a & 19b (Enter location 19c if training is conducted a different location than the mailing address)
<b>20</b> -Course Codes (a-l)	Optional-Codes are on page 13 of the multiform 1556
<b>21</b> -Course Hours	Use 4 digits (Example: 40 hours is <b>0040</b> . Enter information in 21a-c as appropriate)
<b>22</b> -Course Identifiers	Optional (Usually used to show DOD school information if known)
<b>23</b> -Training Period	Enter year, month, and day for the start & complete dates (Example: <b>020408-020412</b> )

### **Section C-Cost Information**

ITEM #	INSTRUCTIONS
<b>24</b> -If Training Does not involve \$\$	Put an "X" here if there is no cost for the training and go to Section D
<b>25</b> -Direct Cost (25a-25d)	Enter totals in 25a & 25b (25c will automatically total direct costs), 25d leave blank
<b>26</b> -Indirect Cost	Enter totals in 26a & 26b (26c will automatically total indirect costs)
<b>27</b> -Accounting Classification	Budget Office will enter fund cite if direct costs are involved
<b>28</b> -Labor Cost	Leave blank
<b>29</b> -Signature of Fiscal Officer	Budget Office <u>must</u> sign if direct costs are involved ( <b>Do not contact vendors until budget office has signed and approved the direct costs</b> )
<b>30</b> -Total of Direct & Indirect Costs	Will automatically total direct & indirect costs
<b>31</b> -Job Order #	Optional

### **Section D-Approval/Concurrence/Certification**

ITEM #	INSTRUCTIONS
<b>32</b> -Supervisor (32a-32d)	Usually completed by immediate supervisor
<b>33</b> -Training Officer (33a-33d)	Usually completed by person within the organization who has delegated training approval authority
<b>34</b> -Authorizing Official (34a-34d)	Usually completed by person within the organization who has delegated training approval authority
<b>35</b> -Course Acceptance	Leave blank
<b>36</b> -Course Completion	Leave blank
<b>37</b> -Billing Instructions	Enter organization address & phone number if there is a direct cost involved (Not necessary if IMPAC card is used)

### **Section E-Training Agreement/Certification**

ITEM #	INSTRUCTIONS
<b>38</b> -Agreement To Continue in Service (38a-38f)	If the training exceeds 80 hours the employee must agree to remain with the DOD for a period equal to 3 times the length of the training (enter dates of obligated service in 38f )
<b>39</b> -Trainee Signature & Date Signed (39a-39b)	Employee signs & dates after reading the agreement

